

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: MOTOR POOL SHOP SUPERVISOR
CLASS CODE: 7036
EFFECTIVE DATE: 10/17/2006 (Revised 03/24/1998 version)
MARKET POINT: Based on applicable market study

DEPARTMENT: Public Works

JOB SUMMARY

Under general direction, supervises the activities and personnel of the Utah County Motor Pool.

CLASS CHARACTERISTICS

This is the first-line supervisory classification level for automotive mechanical work.

ESSENTIAL FUNCTIONS

Supervises assigned personnel including assigning work schedules; coordinating work assignments; and inspecting work in progress and after completion for accuracy, quality and completeness.

Conducts performance appraisals and assists in hiring and retention decisions.

Coordinates service according to need, shop workload, and schedule of drivers, other departments, and outside agencies. Sets priorities for regular, unanticipated, and emergency needs.

Compiles, maintains, and reviews various reports, records, and appropriate documentation for specified duties and assigned personnel.

Plans and directs the construction of various metal items including flood control equipment, bomb trailers, gates, kiosks, and pavilions.

Oversees and ensures the application of preventive maintenance for county vehicles and equipment and recommends replacement schedules.

Assists in the preparation of the division budget and bid specifications including recommendations on budgetary capital and operation expenses.

Attends bid openings as needed.

Oversees shop safety and ensures compliance with required OSHA and safety standards.

Trains assigned personnel in the operation of forklifts including preparing for and teaching the forklift certification course, and observing each individual operator for the mandatory driving test.

Prepares vehicles and equipment for auction.

Performs all duties of mechanics and other shop personnel as necessary to ensure functional operation of the motor pool.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain cooperative relationships with those contacted in the course of work activities; Knowledge of hazardous chemical handling procedures; Ability to operate a forklift; Knowledge of procedures and techniques used in the inspection, diagnosis, repair, and maintenance of equipment and vehicles; Knowledge of occupational hazards related to mechanical repairs; Skill in operating motorized equipment and various hand, pneumatic, and power tools; Ability to follow verbal and written instructions; Skill in reading, writing, and basic math; Ability to coordinate multiple tasks efficiently; Skill in utilizing diagnostic equipment; Skill in the use of cutting torches and welding equipment; Knowledge of electrical repair and reading schematics; Ability to utilize emission test equipment and computer test activities; Skill in word processing and basic computer programs; Knowledge of on-board automobile computer systems;

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Skill in document composition; Skill in the care of mechanical systems, electrical systems, testing equipment, and specialized tools relating to mechanical repairs; Knowledge of related OSHA requirements and other safety standards; Ability to track certification status and maintain records; Ability to supervise and train others while maintaining own workload; and Knowledge of training and supervisory techniques.

PHYSICAL DEMANDS

Regularly walk, stand, or stoop; Frequently lift, carry, push, pull or otherwise move objects weighing up to 80 pounds; Ascend or descend ladders, scaffolding, ramps, poles, and the like; Use tools or equipment requiring a high degree of dexterity; Walk, stand, crouch, or run on narrow, slippery, or erratically moving surfaces; Regularly drive a motor vehicle; Work for sustained periods of time maintaining concentrated attention to detail; and Communicate via radios.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in a partially environmentally controlled building; Work is performed in a very noisy place; Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation; Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery; Work exposes incumbent to hazardous chemicals; Work is occasionally performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; Work requires the use of protective devices such as masks, goggles, and gloves; and Work exposes incumbent to unknown and dangerous conditions.

EDUCATION AND EXPERIENCE

Equivalent to an Associate's Degree in automotive and diesel mechanics; and seven (7) years formal work experience performing journey-level automotive mechanical activities including two (2) years of lead, supervisory, or training/safety oversight experience.

Incumbent may be required to provide basic automotive repair tools as a condition of employment. Selected applicants may be subject to a background check.

LICENSING AND CERTIFICATION

Incumbent must possess and maintain a Utah State Inspection License, a Utah County Emissions License, certification as a Forklift Operator, certification as a Forklift Operator Instructor, and a valid State of Utah class A Commercial Driver's License with T and X endorsements.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.